



DEPARTMENT OF THE ARMY
U.S. ARMY WHITE SANDS MISSILE RANGE
100 Headquarters Avenue
WHITE SANDS MISSILE RANGE, NEW MEXICO 88002-5000

REPLY TO
ATTENTION OF

CSTE-DTC-WS-IO

29 JUN 2005

MEMORANDUM FOR Employees of Team White Sands

SUBJECT: Acceptable Use Policy of Installation Information Systems

1. Reference AR 25-2, Information Assurance, 14 Nov 03.
2. While the federal government has relaxed its rules dealing with personal use of government computer and communication resources by federal workers in recent years, there are still significant restrictions covering such use and I expect everyone at White Sands Missile Range to be aware of them. The Joint Ethics Regulation (JER) allows federal employees to use these resources (e.g., email, facsimile transmission, Internet access, and telephones) for "brief" personal communications preferably during non-duty hours or lunch period. This authority includes, but is not limited to: banking transactions; checking in with family members; making appointments; or the transmission of an occasional, short personal message.
3. During duty hours (and non-duty hours when utilizing government assets), federal employees must follow the JER. It is useful to remember that the JER and other Army Regulations prohibit the following activities and in addition to the activities outlined in the Acceptable Use Policy dated 9 Dec 04 (enclosure 1):
 - a. Any use resulting in significant additional costs to the government. Additionally, an employee must pay for authorized use those results in long distance charges;
 - b. Any use for profit or non-profit business dealings or any political purpose. This specifically includes multiple address email chain messages or lesser and the transmission/receipt of unauthorized newsletters or "newspapers" using government telefax equipment. Upon OSJA and SGS approval, authorized persons may broadcast local WSMR events of common interest to WSMR employees via email or other official notification channels;
 - c. Employees may not use federal communications resources in a manner that would bring discredit on the U.S. Army, White Sands Missile Range, or our employees. This restriction requires the application of good judgment. Some obvious examples of bad judgment include uses involving hate groups, pornography, racism, sexism, attacks against the government or other computer resources, and the use of obscene or abusive language.

29 JUN 2005

d. Using up bandwidth and slowing the network for other users or denial of service while audio or video streaming. However, users may use audio or video streaming when it is job related and the supervisor approves. Once the supervisor approves, contact the Information Assurance Manager, 678-5868 and provide the dates, times, and user's IP address or email this information to anchondg@wsmr.army.mil.


4. Finally, you should be aware that any use of government communications resources, to include computer email traffic, is with the understanding that such use is generally not secure, not anonymous, and serves as consent to monitoring and/or inspection by Range officials.

5. I expect supervisors to ensure employees know and understand these rules. Supervisors must determine whether employee usage is reasonable and IAW this guidance. Violations can result in disciplinary action taken under the Uniform Code of Military Justice for military personnel or administrative action IAW AR 690-700, chapter 751, for civilian employees. Supervisors will ensure all employees within their preview read and electronically sign the Acceptable Use Policy (AUP) and forward the electronically signed copy to the Information Assurance Manager, email anchondg@wsmr.army.mil. Employees with no electronic signature capability may fax the signed copy to 678-3977. In addition, the AUP can be found in the Information Assurance folder on the "Z" drive.

6. The Information Assurance Office, IO-MP, monitors all network traffic for potential vulnerabilities, and reports all activity encountered, under items 3a-d above and those listed in the AUP to the employee's director for appropriate action.

7. This guidance supersedes Policy Letter #8: Personal Use of Computers, Telephones, Email, and other Communication Resources, 16 October 2003.

Encl



ROBERT J. REESE
Brigadier General, USA
Commanding General

DISTRIBUTION:
B; F; G; L; N